

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
Position Description Coversheet <i>(Please read instructions on back)</i>				1. Position No. SA00020	
3. Reason for Submission New				2. Incumbency Allocation Only? May be IAed	
4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. BUS Code 1043	
Explanation (Show any positions replaced) This is a reassignment of Clayton Batko from OCFO/OB/MMAS to OTAQ/OD/PBO (LC0B0000).		7. Fair Labor Standards Act See Remarks		8. Financial Statements Required No Financial Disclosure Required	
		9. Cybersecurity Code a. 000		b. _____	
		10. Position Status Competitive		c. _____	
		11. Supervisory Status Code 8 - All Other Positions			
		12. Competitive Level Code		13. Competitive Area	
		14. Drug Testing No			
		15. Extramural % <25%		16. Functional Class Code 00	
		17. Medical Monitoring No			
		18. Position Sensitivity Non-Sensitive		19. Security Clearance 0 - Not Required	
		20. Position Risk 2 - Moderate			
		21. Emergency Essential No		22. Developmental Position Yes	
		23. Full Performance Level 13			
24. Position Classification		Official Title of Position		Pay Plan	
a. Official Allocation		Program Analyst		GS	
				0343	
				11	
25. Organizational Title of Position (if different from official title)			26. Name of Employee (if vacant, state such) Clayton Batko		
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code L0000000		1st Tier Org Description Office of Air and Radiation			
b. 2nd Tier Org Code LC000000		2nd Tier Org Description Office of Transportation and Air Quality			
c. 3rd Tier Org Code LC0B0000		3rd Tier Org Description Planning & Budget Office			
d. 4th Tier Org Code		4th Tier Org Description			
e. 5th Tier Org Code		5th Tier Org Description			
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Michael Haley, Center Director, PBO			b. Typed Name and Title of Higher-Level Supervisor or Manager Benjamin Hengst, Deputy Office Director, OTAQ		
Signature Haley, Mike Digitally signed by Haley, Mike Date: 2020.11.12 08:29:38 -05'00'		Date _____		Signature BENJAMIN HENGST Digitally signed by BENJAMIN HENGST Date: 2020.11.12 13:04:21 -05'00'	
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position Katherine Murphy, HR Specialist (CLASS.)			30. Position Classification Standards Used in Classifying/Grading Position Hdbk of Occupational Grps & Families May '09; PCF for Mgmt & Program Analysis Series, GS-0343, TS-98 Aug '90; Adm Analysis Grade Evaluation Guide, TS-98 Aug '90		
Signature <i>Katherine Murphy</i>		Date 11/30/20			
31. Remarks Fair Labor Standards Act: Non-Exempt at GS-07, GS-09, GS-11 & GS-12; Exempt at GS-13 Position is the result of a reassignment from OCFO.					

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**PROGRAM ANALYST
GS-0343-11**

POSITION SUMMARY:

As a Program Analyst you will:

- Use program evaluation techniques to analyze and develop information for decision makers to increase the effectiveness and efficiency of program operations;
 - Develop and apply analytical approaches, methodology, concepts and techniques to plan and carry out studies/projects to assist the organization in program planning, measurement, or progress evaluation;
 - Examine current or proposed policies, laws, regulations or administrative procedures to determine potential impact and develop associated recommendations;
 - Gather and evaluate programmatic data to develop recurring or special reports, prepare executive briefings and similar materials for use by management in carrying out and reporting on program accomplishments.
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MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

25%

Use program evaluation techniques to analyze and develop information for decision makers to increase the effectiveness and efficiency of program operations. Depending on area of assignment, this may include functions, such as: establishing performance metrics, tracking program progress, studying effectiveness of administrative systems, evaluating internal communications, and/or tracking of resources. Conduct straightforward projects and studies to evaluate performance, progress, program status and trends at the program operation level. Establish goals and modify operations and program objectives to resolve conventional problems. Prepare and document completed analyses with supporting documentation for decision makers.

DUTY 2

25%

Develop and apply analytical approaches, methodologies, concepts and techniques to plan and carry out studies/projects to assist the organization in program planning, measurement, or progress evaluation. Provide insight and advice based on proven techniques and procedures. Provide alternatives to conventional problems identified. Identify and research the pros and cons of alternative solutions. Use judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance. Plan, evaluate, coordinate, and integrate activities with other applicable staff elements and functions.

DUTY 3**25%**

Examine current or proposed policies, laws, regulations or administrative procedures to determine potential impact and develop associated recommendations. Develop approaches to best implement requirements, resolve issues, define the nature and scope of any problem areas, and communicate potential areas to improve effectiveness and efficiency of program operations. Identify and develop data required for use in management and direction of programs. Take initiative to keep current with all changes to governing regulations, laws, directives, circulars, policies, and procedures that impact, or could impact, assigned areas. Maintain an understanding of ongoing efforts and changes of mission within the organization and other related activities.

DUTY 4**25%**

Gather and evaluate programmatic data to develop recurring or special reports, prepare executive briefings and similar materials for use by management in carrying out and reporting on program accomplishments. Collect, evaluate, and develop executive summaries, metric data, performance plan data, and annual report data for assigned areas. Utilize sound judgment in the recommendation of viable performance indicators. Prepare presentations and briefings on studies/analyses/evaluation results, in support of the overall program requirements, as assigned. Prepare, present, and defend data developed for this purpose.

Area of expertise or other related information:

FACTOR LEVEL DESCRIPTIONS:**Factor 1 - Knowledge Required by the Position****Level 1-7 (1250 Points)**

Knowledge of and skill in applying analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency.

Knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning management and administrative processes, draw conclusions, and recommend appropriate action.

Knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied.)

Knowledge of agency programs and functions, policies, objectives, and issues, and their relationship to other federal/state/local government entities sufficient to analyze and evaluate methods and techniques for program development, execution and improvement.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for completion. The employee is responsible for planning and carrying out assignments, coordinating the work with others, interpreting policy in terms of feasibility and compatibility with other work, and the initial application of new methods.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines

Level 3-3 (275 points)

Guidelines consist of Agency policy, higher echelon directives, or project specifications. Policies and precedent studies provide a basic outline of results desired but do not go into detail concerning methods. Relevant manuals, policy guidelines and regulations are available for reference purposes. These guidelines, regulations, policies and procedures frequently need interpretation in how and when they are applied and used.

Factor 4 - Complexity

Level 4-4 (225 points)

The work consists of projects or studies which require analysis of many interrelated issues of effectiveness, efficiency and productivity relating to work operations in a program or program support setting. Decisions require the ability to research and apply qualitative and quantitative analytical techniques to examine organizational guidelines and evaluate straightforward situations. Work is complicated by variations in the nature of administrative processes. The work requires the ability to develop, analyze, maintain, monitor, and interpret conflicting data. Some assignments may require originality in refining existing work methods.

Factor 5 - Scope and Effect

Level 5-3 (150 points)

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations utilizing established criteria with an emphasis on the delivery of program benefits at the operating level. Recommendations are made to resolve conventional problems. Recommendations influence decisions by managers concerning program operations and activities.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3c (180 points)

Personal contacts are generally within the Agency and organizations being studied, but may include those outside the agency who are consultants, contractors, or employees of other government organizations in a moderately unstructured setting.

The purpose of the contacts is to gather information, provide or request advice and guidance on plans/proposals, interpret policy/regulations or present controversial observations, findings or recommendations. Contacts often require persuasion and diplomacy in order to reach agreement and resolution.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations. No special physical demands are involved in performing the work.

Factor 9 - Work Environment

Level 9-1 (5 points)

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

TOTAL POINTS: 2540

GS-11 Grade Range: 2355-2750

FLSA: Non-exempt through GS-12

STATEMENT OF DIFFERENCE GS-12

(two-grade interval series)

This is a statement of difference to the full performance position identified on the cover sheet. The incumbent of this position will function at the GS-12 level until all legal, regulatory and administrative requirements which permit assigning the GS-13 performance level duties are met. Promotion to the GS-13 level is neither mandatory nor automatic upon completion of these requirements. Management retains the right to determine when the incumbent is qualified for the next higher grade. All duties and responsibilities in the next higher level position are assigned to the incumbent of this position with the following amendments:

Position requires knowledge of and skill in applying analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency; knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning management and administrative processes, draw conclusions, and recommend appropriate action; knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied); knowledge of agency programs and functions, policies, objectives, and issues, and their relationship to other federal/state/local government entities sufficient to analyze and evaluate methods and techniques for program development, execution and improvement; and knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations. The work involves establishing criteria to measure and/or predict the attainment of program goals or objectives. Work may include the development of administrative regulations aimed at improving program productivity, effectiveness, and efficiency. Work products impact analytical evaluations and subsequent recommendations regarding strategic planning activities and facilitate management in tracking progress, expected milestones, funding, etc. Work affects the plans, goals, and effectiveness of programs at various echelons.

**PROGRAM ANALYST
GS-0343-13**

POSITION SUMMARY:

As Senior Program Analyst you will:

- Design and conduct comprehensive management studies to identify and propose solutions to complex or controversial management problems with far-reaching scope or impact to a broad range of program operations;
- Develop and apply analytical approaches, methodology, concepts and techniques to plan and carry out studies/projects to lead the organization in program planning, measurement or progress evaluation;
- Revise current or proposed policies, laws, regulations or administrative procedures with far-reaching scope and impact and make decisions and recommendations which significantly change, interpret or develop important Agency programs;
- Gather and evaluate programmatic data to develop complete decision packages, staff studies, recommendations, and special reports and prepare executive briefings and similar materials for use by management in carrying out and reporting on program accomplishments.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

25%

Design and conduct comprehensive management studies to identify and propose solutions to complex or controversial management problems with far-reaching scope or impact to a broad range of program operations. Projects typically involve development of new approaches to identifying meaningful workload factors and performance quality levels, and determining accurate measurement techniques. Conduct projects and studies to evaluate performance, progress, program status and trends in area of specialization against approved missions, schedules, goals, objectives, and measures of performance. Develop detailed plans, goals, and objectives for the long-range implementation and administration of the program, and develop criteria for evaluating the effectiveness of the program. Prepare recommendations for policies to change the way programs are carried out and evaluates the content of new or modified legislation for projected impact upon agency programs and resources. Translate basic legislation into program goals, actions, and services.

DUTY 2

25%

Develop and apply analytical approaches, methodologies, concepts and techniques to plan and carry out studies/projects to lead the organization in program planning, measurement, or progress evaluation. Develop long-range program plans, goals, objectives,

and milestones, to evaluate the effectiveness of programs conducted throughout the organization. Identify and develop ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives (e.g., the delivery of program benefits or services). Studies and analyses are of such scope that they frequently require a team effort. Plan, evaluate, coordinate, and integrate activities with other applicable staff elements and functions.

DUTY 3

25%

Revise current or proposed policies, laws, regulations or administrative procedures with far-reaching scope and impact and make decisions and recommendations which significantly change, interpret or develop important Agency programs. Develop approaches to best implement requirements, resolve issues, define the nature and scope of any problem areas, and communicate potential areas to improve effectiveness and efficiency of program operations. Develop administrative regulations or guidelines for the conduct of program operations and develop new criteria for measuring program accomplishments. Identify and develop data required for use in management and direction of programs. Uses initiative to keep current with all changes to governing regulations, laws, directives, circulars, policies, and procedures that impact, or could impact, assigned areas. Maintain an understanding of program goals and objectives, the sequence and timing of key program events and milestones of the mission of the organization and other related programs.

DUTY 4

25%

Gather and evaluate programmatic data to develop complete decision packages, staff studies, recommendations, and special reports and prepare executive briefings and similar materials for use by management in carrying out and reporting on program accomplishments. Collect, evaluate, and develop executive summaries, metric data, performance plan data, and annual report data for assigned areas. Utilize expert application of qualitative and quantitative methods for the assessment and improvement of program effectiveness. Identify meaningful performance indicators, quality levels and determine accurate measurement technique. Prepare presentations and briefings on studies/analyses/evaluation results, in support of the overall program requirements, as assigned. Prepare, present, and defend data developed for this purpose.

Area of expertise or other related information:

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position

Level 1-8 (1550 points)

Mastery knowledge of and skill in applying a wide range of analytical and evaluative methods and techniques for assessing program development, execution, and improving organizational effectiveness and efficiency. The senior analyst serves as an expert and authority in extending existing approaches and applying new developments to investigate critical problems or in making decisions and recommendations, which significantly change, interpret, or develop important Agency programs.

Mastery knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning complex management and administrative processes, draw conclusions, and recommend appropriate action.

Comprehensive knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied.)

Comprehensive knowledge of agency programs and functions, policies, objectives, and issues, and their relationship to other federal/state/local government entities sufficient to analyze and evaluate methods and techniques for program development, execution and improvement.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to do done, the scope of the project, and deadlines for completion. The employee is responsible for planning and carrying out assignments, coordinating the work with others, interpreting policy in terms of feasibility and compatibility with other work, and the initial application of new methods.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines

Level 3-4 (450 points)

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project.

Administrative guidelines usually cover program goals and objectives of the employing organization such as productivity targets. Within the context of broad regulatory guidelines, the employee may use initiative and resourcefulness to refine or develop more specific guidelines such as implementing methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

Factors 4 - Complexity

Level 4-5 (325 points)

The work consists of projects or studies which require analysis of interrelated issues of effectiveness, efficiency and productivity to a broad range of mission-oriented activities. Decisions regarding what needs to be done are complicated by conflicting program goals and objectives which may derive from changes in guidelines and variations in the demand for program services. Work is further complicated by the need to handle subjective concepts such as value judgments. The employee develops new approaches to program evaluation which serve as precedents for others.

Factor 5 - Scope and Effect

Level 5-5 (325 points)

The purpose of the work is to analyze and evaluate major administrative aspects of mission-oriented programs. Work involves providing expert administrative guidance and the leadership necessary to resolve matters which are very complex or controversial, or which set general precedent. Work involves delicate coordination to resolve problems impacting the accomplishment of principal program goals and objectives. Completed assignments typically have major consequences involving prominent and fundamental matters with the potential for far-reaching impact. The work may require the development of administrative guidelines, detailed strategies, or new criteria for measuring program achievement.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3c (180 points)

Personal contacts are generally within the Agency and organizations being studied, but may include those outside the agency who are consultants, contractors, or employees of other government organizations in a moderately unstructured setting.

The purpose of the contacts is to gather information, provide or request advice and guidance on plans/proposals, interpret policy/regulations or present controversial observations, findings or recommendations. Contacts often require persuasion and diplomacy in order to reach agreement and resolution.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations. No special physical demands are involved in performing the work.

Factor 9 - Work Environment

Level 9-1 (5 points)

PD# SA00020


The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

TOTAL POINTS: 3290

GS-13 Grade Range: 3155-3600

FLSA: Exempt

POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: EPA/OAR/OTAQ/OD/PBO	
Position Title: Program Analyst	
Pay Plan/Series/Grade (Full Performance Level): GS/0343/11	
Service Agreement Number (SAN): BV560001	
Supervisor Name: Michael Haley	Supervisor Phone Number: 202-564-1708
Supervisor Signature: Haley, Mike  Digitally signed by Haley, Mike Date: 2020.11.12 08:30:14 -05'00'	

STANDARDIZED POSITIONS

Position Title
Program Analyst - Non-sensitive - Moderate (May be T3, T4, or T5 if located in SMD, OCEFT)

NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
\$2 - 10 million		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input type="checkbox"/> Interest Groups <input type="checkbox"/> Agency <input type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Position has access to unclassified and proprietary information and systems.		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

**Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.*

Investigate

Position Designation Record

Agency EPA

Position Title Program Analyst

Series and Grade/Pay GS-343-All Grades

Band

Position Description PD# SA00020

Number

Designator's Name & Title Carlos R. Rivera, PSB Chief

National Duties	Degree of Potential for Compromise or Damage
Unclassified information (e.g. private, controlled unclassified, or proprietary information)	<ul style="list-style-type: none"> Access to unclassified information is minimal and is of such a minor or inconsequential nature and/or internal controls are so significant that there is no reasonable expectation that there could be significant or serious damage to national security

Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	<p>One or more of the following:</p> <ul style="list-style-type: none"> Mid-level management duties or assignments Assists agency rule-makers or policy decision-makers for significant public trust

Duties	Degree of Potential for Compromise or Damage
	<p>government programs in an influential way</p> <ul style="list-style-type: none"> • Responsible for independent or semi-independent action with moderate impact on efficiency and integrity of the service • Significant public contact about important government programs impacting the public's trust
<p>Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)</p>	<p>Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust
<p>Government service delivery, including customer service or public liaison duties</p>	<ul style="list-style-type: none"> • Duties involve customer service responsibilities and/or public liaison that could cause limited damage to individuals, business entities, or government programs or operations

Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Multi-agency impact
Adjustment for level of supervision or other controls	Periodic, ongoing review - ability to act independently a lot of the time

Total Points Designation

Label	Points
Total Initial Position Designation Points from Step 2	31
Adjusted Position Designation Points from Step 3	31

Investigation	Form Required
T2 and T2S	SF 85P

Sensitivity	Risk Level
Non-Sensitive	Moderate Risk

Signature: PSB and SSC Concur

Date: august, 2018

Name: _____